

Print or Export a Region View

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You can print or export the current view, including region views, your custom view, and a resource's details. If you have access to other regions, you can print or export their views as well. These options are accessed in the upper right corner of the *View* and *Event Status* pages.

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us	NEDOCS	Bed Capacity: Burn	Bed Capacity: Peds	Bed Capacity: Psych	Bed O Surg
	23 - Normal	10	4	20	155
	15 - Normal	2	10	24	52
	93 - Busy	1	6	32	205
	102 - Overcrowded	0	0	0	0
	17 - Normal	0	0	0	55

Note: When you print a resource or event status view, you may find that the right side of the information is cut off. This can occur due to a setting in your browser. As a workaround, when your browser's Print window opens, change the orientation setting to **Landscape** and print the view again.

If you or your role has the Report - Status Snapshot right, you can take a "snapshot" of nearly any view at a specific point in its history and then print or export it. This can be useful in a number of scenarios, such as when you need to provide the information to a regulatory body.

When printing, the generated report contains a section and table for each resource grouping in the view. The view's color coding is reflected in the snapshot.

Region Default 11/03/2014 12:00

Springfield County	Emergency Dept.	Bed Capacity	Monitored Beds	Peds
Care Hospital	Resource Limitations	25	25	Yes
County Hospital	Open	26	27	Yes
County Hospital North	Closed	14	4	No
County Hospital South	Open	24	9	N/A
Spring Harbor Clinic	Open	14	4	No

When exporting, the generated spreadsheet contains a worksheet for each resource grouping in the view.

	A	B	C	D	E
1	Springfield County	Emergency Dept.	Bed Capacity	Monitored Bed	Peds
2	Care Hospital	Resource Limitations	25	25	Yes
3	County Hospital	Open	26	27	Yes
4	County Hospital North	Closed	14	4	No
5	County Hospital South	Open	24	9	N/A
6	Spring Harbor Clinic	Open	14	4	No
7	Springfield Hospital	Open	44	12	Yes
8	Springfield Hospital West	Open	40	33	Yes

If the region view includes sub-resources, the primary sub-resource and its statuses are included in any snapshot you generate.

Snapshot

If you have the snapshot right, when you click **print** or **excel** you are presented with a couple of options. You can print or export the current view or specify a date and time.

This option is available for:

- Region views, include the Region Default.
- Other region's views to which you have access.
- Your custom view.

Note: The snapshot print and export options are not available for the Map view or the resource's detail view.

The snapshot:

- Is generated in PDF format (printing) or a spreadsheet format (exporting).

- Is formatted as a report.
- Information is organized in the same way as in the view.

If the view includes resources and/or status types that did not exist at the time of the snapshot, "N/A" appears as the status.

To print or export the current view

If you do not have snapshot rights:

1. In the main menu, click **View** and then click the appropriate view.
2. Click **print** or **excel**. When printing, your browser's *Print* window opens. When exporting, you can choose to open or save the spreadsheet.

If you have snapshot rights:

1. In the main menu, click **View** and then click the appropriate view.
2. Click **print** or **excel**. The option window opens.
3. Select **Use current date and time**.
4. Click **Generate Report**. When printing, your browser's *Print* window opens. When exporting, you can choose to open or save the spreadsheet.

To print or export a snapshot of the view

1. In the main menu, click **View** menu and click the appropriate view.
2. Click **print** or **excel**. The option window opens.
3. Select **Specify a date and time**.
4. Enter or select the **Date**.
5. Select the **Hours** and **Minutes**.
Tip: Time is in 24-hour format. Example: 1:10 PM is 13 Hours and 10 Minutes.
6. Click **Generate Report**. When printing, the snapshot opens in a new tab or window. When exporting, you can choose to open or save the file.
7. When printing, click **Print**.